

[Company Name]

[Department Name]

[Date]

[Employee Name]

[Employee ID]

[Current Office Location]

**Subject: Notice of Relocation for Mandatory Remedial Training**

Dear [Employee Name],

This letter serves as official notification regarding your temporary transfer to our [Training Facility/Branch Name] located in [City, State]. This relocation is required for you to complete a mandatory remedial training program.

Based on recent performance evaluations conducted on [Date], it has been determined that additional instruction is necessary in the following areas:

- [Area 1]
- [Area 2]

**Transfer Details:**

- **Effective Date:** [Start Date]
- **Estimated Duration:** [Number of Weeks/Months]
- **Reporting Manager:** [Name of Training Supervisor]
- **Location Address:** [Full Address of New Location]

The company will provide the following relocation assistance: [Insert details regarding travel, lodging, or per diem, if applicable].

Please note that successful completion of this training is a requirement for your continued role within the company. Upon completion, a review will be conducted to determine your readiness to return to your original position or reassignment.

Please sign and return a copy of this letter by [Deadline Date] to acknowledge your receipt of this notice.

Sincerely,

[Signature]

[Name of Manager/HR Representative]

[Title]

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**Employee Acknowledgment:**

I acknowledge that I have received and understood the terms of this relocation and training requirement.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_